Birches Green Infant School

Adult and Pupil Acceptable Use Policy

All adults and pupils must follow the rules in this policy when using school computers.

Pupils that do not follow these rules may find:

- They are not allowed to use the computers, or only if they are more closely monitored.

Their teachers will show pupils how to use the computers.

**Computer Rules**

1. I will only use polite language when using the computers – I must not write anything that might upset someone.
2. I know that the Leadership Team will regularly check what I have done on the school computers.
3. I know that if a Leader thinks I may have been breaking the rules they will check on how I have used the computers before.
4. I must not tell anyone my name, where I live, or my telephone number - over the Internet.
5. I must not tell my username and passwords to anyone else but my parents.
6. I must only use the class login or my own username and password.
7. If I think someone has learned my password then I will seek support to change it.
8. I will not try to harm any equipment or the work of another person on a computer.
9. I will tell a teacher or Leader straight away if I find anything that makes me feel uncomfortable.
10. If I find something that I think I should not be able to see, I must tell a teacher or Leader straight away and not show it to other pupils.
UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person’s username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Waste time or resources on school computers.

Reviewed:

Revised: